

EMPLOYMENT DEVELOPMENT DEPARTMENT

CEA



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION TITLE: CHIEF, BUSINESS OPERATIONS PLANNING AND SUPPORT DIVISION

LEVEL: CEA 2 **\$7558 - \$8333**

FINAL FILING DATE: June 9, 2007 or Until Filled

DUTIES/RESPONSIBILITIES:

Under the general direction of the Deputy Director, the Chief, Business Operations Planning and Support Division is responsible for planning, coordinating, directing, and evaluating all major policy development and program support for the business operations of Employment Development Department's five major programs: Disability Insurance (DI), Job Service (JS), Unemployment Insurance (UI), Tax Collection and Accounting, and Workforce Investment Act whose offices are geographically located in 190 field offices throughout the state.

The Chief, Business Operations Planning and Support Division has a broad management responsibility for anticipating change and initiating and implementing policies that enable the Department to provide effective, optimal administrative support for the programmatic functions of all five major Department programs ensuring operational and cost efficiencies in the areas of mail operations, premises, procurement, facilities, and asset management. The Chief will plan, organize, and facilitate the work of a multi-functional staff of approximately 270.

The Chief advises the Director and Deputy Director on business operations policies and long-range planning and program delivery systems; represents the Department with the Department of General Services; Office of Real Estate and Design Service, Office of State Architect, Office of Project Management and Development, Office of Fleet Administration and Office of Procurement; the Employment and Training Administration of the Department of Labor; the Legislature including District staff; local government agencies; local elected officials; community based organizations; the employer community; property owners; property developers; and private contractors, architects, and vendors.

FILING INSTRUCTIONS:

All applicants must submit a completed **Standard State Application (Form 678)** and **Statement of Qualifications (SOQ)** postmarked no later than the final filing date to:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: Lisa McVay
P.O. Box 826880
Sacramento, CA 94280-0001

Applications may be obtained from the State Personnel Board's web site at <http://www.spb.ca.gov>. **Applications submitted without a SOQ may be eliminated from this examination process.** The SOQ should be one, but no more than two pages in length, and is a narrative discussion of how the applicant's education, training, experience, and skills meet the minimum and desirable qualifications and qualifies them for the position. Applications will be accepted until June 9, 2007 or until the position is filled. All inquiries regarding this examination should be directed to Lisa McVay at (916) 653-8456.

SEE PAGE 2 FOR ADDITIONAL INFORMATION

May 9, 2007

EXAMINATION INFORMATION:

The examination process will consist of an evaluation of applications and SOQs to assess education and experience as it relates to the minimum and desirable qualifications listed below. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used solely to fill the position of Chief, Business Operations Planning and Support Division, Administrative Branch.

Special Testing: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make special arrangements.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications by the final filing date:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

And in Addition to the Minimum Qualifications:

Must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating teams; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and an administrator's role in the equal employment opportunity program.

Ability to plan, organize and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the Department's equal employment opportunity program.

Knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

DESIRABLE QUALIFICATIONS:

1. Ability to make data based decisions to address a variety of challenges in a fast-paced and changing environment.
2. Knowledge of state and federal laws, rules, policies, and procedures relating to mail operations, real property management, and procurement.
3. Demonstrated capacity to work cooperatively and promote partnerships with a wide variety of departmental staff, other public governmental agencies, and private entities.
4. Ability to monitor processes and manage resources to direct a customer focused organization.
5. Knowledge of the Department's major automated systems and a sound working knowledge of the role of automation in the business operations environment.
6. Demonstrated leadership, creativity, sound judgment, and management team experience.
7. Initiative and independence; ability to take informed risks.
8. Knowledge of the principles and practices of organizations, fiscal management, the legislative process, personnel administration, and the department's equal employment opportunity program.